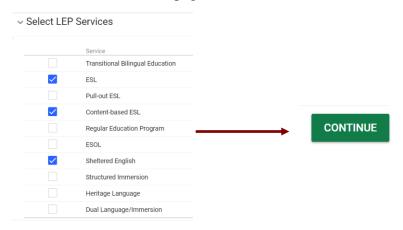
Service Assignment Wizard

The Service Assignment Wizard allows users to assign services to their entire caseload in one place without having to go to each student's profile individually. Here is how you can access the Service Assignment Wizard.

- First Click on Wizards
- Then select **Service Assignment Wizard** from the dropdown.



• You are provided a list of services. Choose the ones which will apply to students on your caseload. Next, click **Continue** at the bottom of the page.



The next screen will show you your caseload. Here you can assign a service for each student or
remove the service from a student. The first page will be for the first service you chose (e.g., ESL).
Click Add to add the service to a student's ILP, or choose Inactivate to remove the service from the
student's ILP.



Inactivating a service removes a service from the ILP being written that had been active on a previous ILP. This removes it from the ILP, but not from the student history.

Service Assignment Wizard

• Click **Next Service** to continue to the next service you chose (e.g., Content-Based ESL).

NEXT SERVICE

• Repeat this assignment process for every service you chose on the first screen, moving through by clicking Next Service. Continue this process until you complete all the services, then click **Save**, which will save all of your changes.

SAVE